

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DIRECTOR II, REGIONAL SERVICES – SELPA

Certificated Job Description

IMMEDIATE SUPERVISOR:

Executive Director SELPA

ESSENTIAL FUNCTIONS:

1. Direct Regional Services of SELPA including centralized, regionalized and site level professional development on various special education areas of improvement
2. Direct SELPA ERMHS department operations
3. Direct system of LEA support including technical assistance for required Special Education Improvement support for LEAs
4. Assist Executive Director in development and implementation of all aspects of Local Plan.
5. Provide administrative coaching and problem solving with leaders of special education programs in the SELPA
6. Participate in statewide, regional and local activities required of SELPA
7. Monitor specific grants, contracts, workshops and other services to ensure the fiscal responsibility for SELPA Regional Service supports
8. Recruit and retain qualified staff.
9. Represent the SELPA at professional meetings.
10. Comply with all regulations and policies of the County Superintendent.
11. Other duties will be assigned by the Executive Director as needs arise.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. A command of knowledge and willingness to stay abreast of current trends, innovations, and practices in special education.

2. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Command of general information about how children develop, act, think, learn and feel.
2. The ability to establish an appropriate working relationship with individuals or groups.
3. Ability to provide leadership in committees, workshops, and various types of group meetings.
4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must possess a Special Education Teaching credential or other credential related to Special Education.
2. Administrative credential.
3. Master's or Doctor's degree.

B. Experience:

1. Five (5) years of educational experience in general or special education classroom instruction or program services.
2. Successful administrative experience.
3. Successful experience in developing, implementing, and evaluating educational programs.

CP: ac
4/26/2023
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